

Civil Rights Requirements

FNS Instruction 113-1: Civil Rights
Compliance and Enforcement – Nutrition
Programs and Activity



Civil Rights

- Goal of Civil Rights is to maintain
 - Equality
 - Empowerment
 - Access
 - Dignity

Civil Rights

TRIVIA TIME

TOPIC: CIVIL RIGHTS

WHERE CAN YOU FIND ALL OF THE CIVIL RIGHTS REQUIREMENTS FOR USDA NUTRITION PROGRAMS?

- a) The CACFP regulations (7 CFR § 226)
- b) FNS Instruction 796-2, rev. 3
- c) FNS Instruction 113-1
- d) DCMR Title 4

FNS Instruction 113-1: Civil Rights Compliance and Enforcement – Nutrition Programs and Activities

Civil Rights

TRIVIA TIME

- How many Protected Classes has the USDA established?
 - 6
- Can you name them?
 - Race
 - Color
 - National Origin
 - Sex
 - Age
 - Disability
- How many Protected Classes has the District of Columbia established?
 - 11
- Can you name them?
 - Marital status
 - Personal appearance
 - Sexual Orientation
 - Gender Identity or expression
 - Family responsibilities
 - Familial status
 - Place of residence or business
 - Genetic information
 - Matriculation
 - Source of income
 - Political affiliation

Civil Rights

TRIVIA TIME

TOPIC: TYPES OF DISCRIMINATION

WHICH OF THE FOLLOWING IS NOT A TYPE OF DISCRIMINATION?

- a) Not accommodating someone in a protected class
- b) Treating people in a protected class differently from others
- c) Excluding participants outside of your program's scope
- d) Retaliating against someone for filing a civil rights complaint

Civil Rights

TRIVIA TIME

TOPIC: ASSURANCES

WHAT ARE ORGANIZATIONS REQUIRED TO ASSURE IN ORDER TO RECEIVE USDA FUNDS?

- a) That they will not discriminate against protected classes
- b) That they will follow all applicable laws, regulations, policies, guidance, and instructions
- c) That they will maintain civil rights data and documentation
- d) That they will allow civil rights compliance reviews
- e) All of the above

Civil Rights

TRIVIA TIME

TOPIC: ANNUAL TRAINING

NORMA'S HOUSE OF LOVE CDC HELD CIVIL RIGHTS TRAINING FOR FRONTLINE STAFF ON AUGUST 3RD.

ON OCTOBER 5TH, A NEW TEACHER NAMED TINA BEGINS WORKING AT THE CENTER.

WHEN SHOULD TINA RECEIVE HER FIRST TRAINING ON CIVIL RIGHTS?

- a) Within three months
- b) Next year at the center's annual civil rights training
- c) When the State Agency has time to train her
- d) During her new staff member orientation

All frontline staff must receive civil rights training initially and annually thereafter.

Civil Rights

TRIVIA TIME

TOPIC: DATA COLLECTION

WHICH IS TRUE ABOUT ANNUAL CIVIL RIGHTS DATA COLLECTION?

- a) USDA uses the data to direct the integration of programs
- b) The State Agency requires institutions to report March data
- c) Institutions report data on actual participants and the eligible population
- d) Institutions must require participants to identify their race and ethnicity for the annual report

Civil Rights Data Documentation Form



The Child and Adult Care Food Program Annual Civil Rights Data Collection Form

In order to comply with federal civil rights requirements, please use this form to record:

- The actual race and ethnicity information for all CACFP participants at your institution, and
- The race and ethnicity of potentially eligible persons who live in the service area of the institution or its facilities.

The State Agency recommends completing this form each December using data from participants who were enrolled or in attendance during the month of November. However, the form may be done at any time that reflects usual enrollment or attendance as long as it is completed once annually.

Name of Institution: _____

Institution Address: _____

Actual Participants' Race and Ethnicity Information

Total number enrolled or in attendance: _____ In (month and year): _____

Ethnicity

Number Hispanic or Latino: _____ Number Not Hispanic or Latino: _____

Race

Number American Indian or Alaskan Native: _____ Number Native Hawaiian or Other Pacific Islander: _____

Number Asian: _____ Number White: _____

Number Black or African American: _____

Race and Ethnicity Information for the Eligible Population

Data Source: _____

Population: District Ward (specify): _____ Other (specify): _____

Ethnicity

Number or Percentage of Hispanic or Latino: _____ Number or Percentage of Not Hispanic or Latino: _____

Race

Number or Percentage American Indian or Alaskan Native: _____ Number or Percentage Native Hawaiian or Other Pacific Islander: _____

Number or Percentage Asian: _____ Number or Percentage White: _____

Number or Percentage Black or African American: _____ Two or More Races / More Than One Race / Some Other Race: _____

Signature of Institution Official _____ Date _____

Printed Name of Institution Official _____

- Civil Rights Data Collection must be taken annually
- Facilities are required to obtain the race and ethnicity of program participants upon enrollment and annually
- Sponsors of FDCH complete this form using aggregate data from all of their FDCHs (use the Data Source for the Eligible Population – District)

Civil Rights

Staff Training

Complaint
Procedures

Public
Notification

Customer
Service

Language
Assistance

“Justice for All” poster



Where should this poster be?

Hung in each participating facility where it is visible to participants and parents

It must be printed on 11” x 17” paper

“Building for the Future” flyer

Building for the Future

What is CACFP?

CACFP is the Child and Adult Care Food Program, a Federal program that provides healthy meals and snacks to children and adults receiving day care.

Each day more than 2.6 million children and almost 40,000 older adults participate in CACFP. Through CACFP, participants' nutritional needs are supported on a daily basis. The program plays a vital role in improving the quality of day care and making it more affordable for many low-income families.

In addition to day care, CACFP helps make afterschool programs more appealing to at-risk youth. By offering nutritious snacks in programs serving low-income areas, centers can increase participation and know that youth are having a healthy snack.

Homeless children and children from temporarily displaced families can also receive up to three meals each day through shelters that operate the program.

Who is eligible for CACFP meals?

- children age 12 and under,
- migrant children age 15 and younger,
- functionally impaired adult participants or adults age 60 and older enrolled in an adult day care center, and
- youths through age 18 in afterschool programs in needy areas.

What kinds of meals are served?

CACFP facilities follow the meal patterns established by USDA.

- Breakfast consists of a serving of milk, fruit or vegetable, and grains or bread.
- Lunch and dinner require milk, grains or bread, meat or meat alternate, and two different servings of fruits or vegetables.
- Snacks include two different servings of the four components: milk, fruits or vegetables, grains or bread, or meat or meat alternate.

CACFP Facilities

Many different facilities operate CACFP all sharing the common goal of bringing nutritious meals and snacks to participants.

- **Child Care Centers:** Licensed or approved public or private nonprofit child care centers, Head Start programs, and some for-profit centers serve meals to large numbers of children.
- **Family Day Care Homes:** Small groups of children receive nonresidential day care in licensed or approved private homes.
- **Afterschool Care Programs:** Centers in low-income areas provide three snacks to school-age children and youth.
- **Homeless Shelters:** Emergency shelters provide residential and food services to homeless children.
- **Adult Day Care Centers:** Public, private nonprofit, and some for-profit adult day care facilities provide structured, comprehensive services to functionally impaired nonresident adults.

Child and Adult Care Food Program (CACFP)

How does CACFP work?

CACFP reimburses participating centers and day care homes for serving nutritious meals. It is administered at the Federal level by the Food and Nutrition Service (FNS), an agency of the U.S. Department of Agriculture (USDA).

The State education or health department administers CACFP in most States. State agencies approve sponsoring organizations and independent centers to operate the program on the local level. The State also monitors the program and provides guidance and assistance to ensure requirements are met.

Sponsoring organizations play a critical role in supporting home day care providers and centers through training, technical assistance, and monitoring. All family or group day care homes must come into the program under a sponsoring organization. Several types of organizations are approved by the States to serve as sponsors—community action groups, nonprofit organizations, and churches.



CACFP Partners



Contacts

If you are interested in participating in CACFP or have questions about the program, the sponsoring organizations and State agencies can help. Our website has State agency CACFP contact information, or call (703) 365-2630. www.fns.usda.gov/ndc/contact/StateDirectory.htm

USDA FNS-219 - July 2009
USDA is an equal opportunity provider and employer.



Building for the Future



In the Child and Adult Care Food Program (CACFP)